

Minutes

Kingston Fire District
Board of Wardens' Meeting/Workshop
March 11, 2010

Present: Wardens Donald Cobb, Rob Ferraro, Lori Horton, Elizabeth McNab and Vincent Rose. Also, present were Chief Nathan Barrington, Tax Collector Linda Mendillo and Office Manager Jodi Hall.

Call to Order: President McNab called the Board of Wardens' Meeting/Workshop to order at 6:38 p.m.

New Business:

Policies and/or SOG's to be distributed for review for next meeting: The SOG and Policy related to Vehicle Response, Apparatus Run Order and Water/Ice Rescue were distributed.

Old Business:

Adoption of policies that have been approved and posted for one month:

10-003-10-15 Tax Collector's Job Description:

MOTION: Rose made and Cobb seconded a motion to adopt the policy for the Tax Collector's Job Description (10-003-10-15).

The job description was discussed and changes were made.

The motion to adopt the job description, with changes, passed unanimously.

10-005-10-15 Treasurer's Job Description:

MOTION: Cobb made and Ferraro seconded a motion to adopt the policy for the Treasurer's Job Description (10-005-10-15).

The motion to adopt the job description passed unanimously.

10-006-10-15 Office Manager's Job Description:

It was noted that this was inadvertently put on the Agenda as it has not been posted for a month yet.

10-007-10-15 Auditors' Job Description:

It was noted that this was inadvertently put on the Agenda as it is a policy that had been previously adopted. Hall will forward a copy to Auditor, Eleanor Dain.

10-010-10-15 Facility Parking:

MOTION: Rose made and Horton seconded a motion to adopt the policy for Facility Parking (10-010-10-15).

The job description was discussed and changes were made.

The motion to adopt the job description, with changes, passed unanimously.

10-011-10-15 Conference Room Use:

MOTION: Ferraro made and Cobb seconded a motion to adopt the policy for Conference Room Use (10-011-10-15).

The motion to adopt the job description passed unanimously.

Communications: There were no communications.

Information: There was no further information presented.

Hall dismissed herself from the meeting at 7:00 PM and Cobb took remaining minutes.

Respectfully submitted,

Jodi Hall
Office Manager

Employee Benefit Package:

Following discussion of employee benefits and salary, Warden Rose moved to approve a salary and benefits package totaling \$48,750 for the office manager position. Warden Horton seconded the motion, and it was passed unanimously.

Draft Budget: Discussions related to the meals program and the budget did not result in any motions by the Wardens.

Warden Rose made a motion to adjourn, which Warden Ferraro seconded. The motion was passed unanimously and the meeting was adjourned at 9:00 pm.

Respectfully submitted,

Donald J. Cobb, Secretary